

Softdocs etrieve - Form Instructions

REG Information Request - Past Student

Direct link to form: <https://dom.etrieve.cloud/central/forms/251>

The screenshot displays the 'etrieve | CENTRAL' web interface. On the left, a sidebar lists various forms under the 'Office of the Registrar' section, with 'Information Request - Past Student' selected at the bottom. The main content area shows the form title 'Information Request - Past Student V1' with a 'Draft saved' status. Below the title is the Dominican University logo and address. The form section is titled 'Information Request (past student only)' and indicates it was started by 'Stars Connect staff'. A 'Student Information' section contains input fields for 'Student DU ID' and 'Student DU Full Name'. At the bottom, there are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

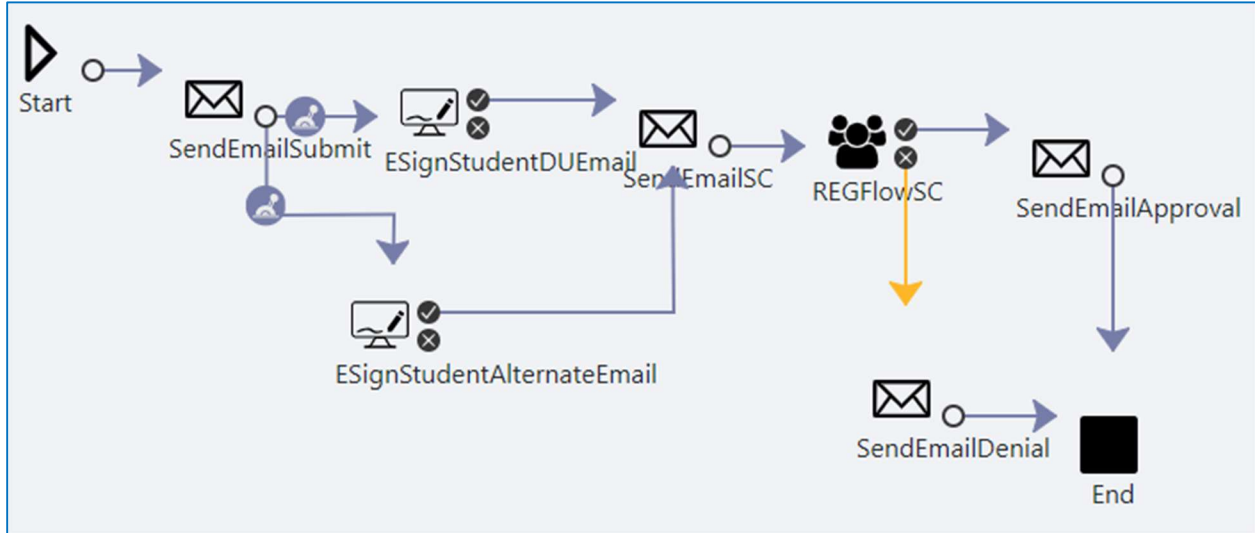
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of the Registrar” section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Workflow process:

1. Stars Connect staff starts form and their information autofills.
2. Stars Connect staff completes their sections.
3. Stars Connect staff receives an email confirming submission.
4. Routes to student’s DU email unless staff enters an ALTERNATE email.
5. Student completes, provides government issued photo ID, & e-signs.
6. Stars Connect processes approval requests.
7. If denied, email notifications sent to: Student, Stars Connect

8. If approved, email notifications sent to: Student, Stars Connect
9. Form files in Softdocs retrieve Content (document repository).
10. Boomi process adds the Content document weblink to student record in J1 Document Master. When weblink is clicked in Document Master, then document opens in Softdocs retrieve.



Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

etrieve CENTRAL				
Submissions Forms				
<input type="text" value="Search"/>		Needs Review In Progress Completed Clear all		
Package Name ↑↓	Workflow ↑↓	Step ↑↓	Status ↑↓	
Return to Work Certification V1 - Marjorie Luce - [REDACTED]	Return to Work Certification	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Student Employment Work Authorization V2 - Marjorie Luce [REDACTED]	Student Employment Work Authorization	End	Completed	

Needs Review = YOU need to act

In Progress = SOMEONE ELSE needs to act

Completed = All done!

[Needs Review](#)
[In Progress](#)
[Completed](#)
[Clear all](#)

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

Submissions **Forms**

Search

Drafts **1** [Edit](#)

Directory Photo Opt Out 11/17/2025

Available Forms [Collapse all](#)

From the form list, click “edit,” checkmark draft to delete, click trash icon. Or simply hover over the draft form name, then click trash icon.

Drafts **1** [X](#)

[Delete Selected](#) [Unselect All](#)

☒ Directory Photo Opt Out 11/17/2025

When a draft is open, it can also be deleted using trash icon at bottom of form.

[Delete Draft](#) [Save](#) [+ Add Attachment\(s\)](#) [Submit](#)

Form errors:

All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.


Employee Signature Date *

Employee Signature Date is required

[+ Add Attachment\(s\)](#)

The form failed to submit due to validation errors. Please check the form and try again. [X](#)

Example screenshots:



DOMINICAN UNIVERSITY
Office of the Registrar
7900 W. Division St, River Forest, IL 60305

Information Request
(past student only)

Form started by: Stars Connect staff

Student Past Information

Student DU ID *
9 [REDACTED]

Student DU Full Name
Marjorie Luce

Type ID # for student information to autofill

Can student access their DU Email? *
No

Student Alternate Email *
someone@gmail.com

If no, then enter ALTERNATE emailFor form routing purposes

Student DU Email
mluce1@dom.edu

Student DU Phone #
5 [REDACTED]

Student Physical Address
1 [REDACTED]

Student City
[REDACTED]k

Student State
IL

Student Zip Code
[REDACTED]0

Employee Information (who starts form)

Employee Full Name
Marjorie Luce

Employee DU Email
mluce1@dom.edu

REG Office Use Only

Student Status *

Graduated

▼

Grad or Inactive Date *

05/23/2025

Academic Year *

2025-26

▼

AcademicTerm *

Spring

▼

Information Request - Past Student V1 submitted

Your form has been submitted and will be processed soon.

A Dominican University form is awaiting your e-signature

E

Etrieve

To ● Luce, Marjorie

☺

↩ Reply

↩ Reply All

➡ Forward

👤

⋮

Sun 1/25/26 9:14 PM

DOMINICAN UNIVERSITY

Office of the Registrar

7900 W. Division St, River Forest, IL 60305

Greetings Marjorie Luce,

In order to fulfill your information request, please complete the required form using the link below.

Information Request - Past Student V1 - Marjorie Luce - 9

Softdocs etrieve form link (expires in 24 hours): [https://domcentral.etrieve.cloud:443/?](https://domcentral.etrieve.cloud:443/?isA-non-)

isA-

non-

For security purposes, you should not share this email or link with others.

If you have any questions, then please reach out to the Stars Connect office at starsconnect@dom.edu or 708.524.6809.

Respectfully,

Dominican University

Office of the Registrar

7900 W Division St

River Forest, IL 60305



Review Submission

Information Request - Past Student V1 - Marjorie Luce - 9[REDACTED]

[+ Add Attachment\(s\)](#)

Information Request - Past Student V1



DOMINICAN UNIVERSITY
Office of the Registrar
7900 W. Division St, River Forest, IL 60305

Information Request

(past student only)

Form started by: Stars Connect staff

Student Information

Student DU ID

9[REDACTED]

Student DU Full Name

Marjorie Luce

Type ID # for student information to autofill

Information Requested

I am requesting (check all that apply) *

- ☐ Letter of Full Time/Half Time/Less Than Half Time Status
- ☐ Letter of Good Standing
- ☐ Number of Semester Hours Currently Enrolled
- ☒ Completion of a Form (attach below)
- ☐ Other Special Request (please describe below)

Please attach form to be completed by Stars Connect *

PDF and JPEG only

Drag and drop files here to upload

— OR —

[+ Browse Files](#)

- ☒ Other Special Request (please describe below)

Please attach form to be completed by Stars Connect *

PDF and JPEG only

✓ [Test Attachment.pdf](#)  

Special Request Details *

Whatever special request the student puts here.

Delivery Option *

Pick up in Stars Connect office

Send to my DU email listed above

Send to my CURRENT email listed below

Mail to my CURRENT physical address listed below

Delivery Option *

Mail to my CURRENT physical address listed below



If choosing email option, then you consent to electronic delivery of documentation via Secure Transfer.

Student Current Information

Student Current Name *

Mary Smith

Student Current Email *

msmith@gmail.com

Student Current Physical Address *

123 Main St

Student Current City *

Oak Park

Student Current State *

IL

Student Current Zip Code *

12345

Please attach a copy of your **GOVERNMENT ISSUED PHOTO ID** to verify your identity.

Please attach verification *

PDF and JPEG only

Drag and drop files here to upload

— OR —

[+ Browse Files](#)

Please attach a copy of your **GOVERNMENT ISSUED PHOTO ID** to verify your identity.

Please attach verification *

PDF and JPEG only

✓ [bengen2025.pdf](#)  

Family Educational Rights and Privacy Act (FERPA)

I understand that information about my rights under FERPA is available on the [Office of the Registrar FERPA website](#). I further understand that this serves as my annual notification of my rights as required by FERPA. I understand that it is my responsibility to monitor my Dominican email account for questions from Stars Connect regarding my request.

Signature

Student Signature *

I understand that this constitutes my legal signature on this document.

Student Signature Date *

Signature

×

 Draw  Type

M Luce

Clear

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Draw OR Type your signature

Signature

✕

Draw

Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Student Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce

Student Signature Date *

01/25/2026

Save

Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!

Signature Submission

By pressing 'Accept', you are agreeing to signing this form electronically. Your electronic signature is the legal equivalent of your manual signature on the form. If something is wrong with the form and you cannot sign it press `Not Now`. If you disagree with electronic signing click 'Not Now' and you will be taken back to the form where you have the option to 'Opt Out' from using an electronic signature.

Not Now

Accept

DON'T FORGET TO ACCEPT!

Information Request - Past Student V1 submitted

Thank you for signing your form.

Submissions

Forms

Review Submission

Information Request - Past Student V1 - Marjorie Luce - 920081

1/31/26

Information Request - Past Student

REGFlowSC

Information Request - Past Student

benadmin 2025.pdf

Edit Attachment(s)

Information Request - Past Student

Form saved

Student Signature

I understand that this constitutes my legal signature on this document.

01/31/2026 at 05:21 PM EST

Student Signature Date

01/31/2026

REG Office Use Only

Student Status

Graduated

Grad or Inactive Date

01/29/2026

Academic Year

2025-26

Academic Term

Spring

~ Stars Connect ~

1. Attach your completed document to the left

2. If you are denying this request, then

a. Add an external comment to the right

b. Forward the email denial you will receive to the student, FIRST add a denial reason to email.

Save

Unlock

Decline

Approve

History

Retrieve Flow App User Form link emailed to mluce1@dom.edu for their e-sign

01/31/2026 at 4:20 PM

mluce1@dom.edu mluce1@dom.edu e-signed the Form and agreed to do business electronically on step 'ESignStudentDUEmail'

01/31/2026 at 4:21 PM

ITTESTFlow Received

01/31/2026 at 4:22 PM

Marjorie Luce Added attachment 'benadmin 2025.pdf'

01/31/2026 at 4:22 PM

Marjorie Luce Denying as the verification provided was not issued by the government

01/31/2026 at 4:24 PM

Edit

Delete

Internal

Send Comment

Comments

Denying as the verification provided was not issued by the government

Internal

Send Comment

Comments

DON'T FORGET TO ADD ATTACHMENT AT LEFT SIDE!
IF DECLINE, ADD EXTERNAL COMMENT ON RIGHT SIDE & EMAIL STUDENT A REASON!
DON'T FORGET TO CLICK APPROVE OR DECLINE!